

# Emergency Change Notification Template

**Change Title**

Enter change title

**Date & Time**

YYYY-MM-DD HH:MM

**Requestor**

Name or Team

**Priority**

High/Medium/Low

**Reason for Emergency Change**

Describe the reason for this emergency change

**Impact Assessment**

Describe the potential impact of the change

**Affected Systems/Services**

List impacted systems/services

**Planned Start Time**

YYYY-MM-DD HH:MM

**Planned End Time**

YYYY-MM-DD HH:MM

**Change Steps**

Summarize key steps to implement change

**Rollback Plan**

Outline the rollback procedure if change fails

**Emergency Approver**

Name and/or signature

**Approval Date/Time**

YYYY-MM-DD HH:MM

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**Additional Notes**

Any further information